

Maroa Public Library District Regular Meeting Minutes

11/19/2018 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – Meeting called to order by President, Angela Foulke, at 6:30pm.
2. Roll Call – Board members present: Carmen Hatton, Angela Foulke, Audra Newton, Tony Norton, Amber Scott. Board members absent: Lindsey Hanes. Library staff present: Sara Gentle
3. Board President Remarks: Angela thanked everyone for coming and appreciated everyone bringing food.
4. Recognition of Visitors, Delegations, etc. – No visitors.
5. Public comment period – No comments.

Consent Agenda

6. October 15, 2018 Meeting Minutes
7. Director's Report & Calendar – Sara Gentle reported that Nicole Russell was hired as the Library Student Aide. She will also perform janitorial services for the library. Fifty percent of her cleaning time will be taken from Safety. Library staff are working on weeding non-fiction material and updating related records. She also reported that records are being reorganized and cleaned up as a risk management project.
8. Accountant & Treasurer's Reports – The Library remains on budget for the FY18-19 fiscal year.
9. List of Paid Bills

Committee Reports

10. Personnel – No report.
11. Material Selection & Circulation – No report.
12. Building & Grounds – No report.
13. Finance Policy – No report.
14. Financial Development – No report.

New Business

15. Reference Policy – To meet the Standards for Public Libraries checklist requirements, Sara Gentle requested that the board review and accept a new Library Reference Polciy.
16. Notary – As of October 22, 2018, Sara Gentle is a public notary. Notary services will be free and available to all patrons.
17. MYHB CPA Annual Contract – There were no changes to the annual contract. The Library has a budgeted line item to cover this accounting expense.
18. Printer/Copier Lease – The Library will be replacing its current copier with a new Kyocera printer. The new Watts contract is \$3/month higher than the previous, however the cost for black and white and color copies will be lower. The new copier has more features including the ability to print from phone.
19. Long Range Plan – The existing plan that expires in 2020 was reviewed. The board agreed that there is no need to update the plan at this time.

Old Business

20. Internet System Upgrade & Bidding – Frontier will continue to be the Library's internet provider. A new contract with reduced cost and increased speed is in the works. E-Rate refunding for a portion of the monthly bill will start April 1, 2019. The Library did also receive the expected 60% refund for internal internet enhancements made last month.

Maroa Public Library District

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21. Ameren Lighting Replacement – All lights were replaced. Lighting is brighter and softer.

Approvals

22. Approval, Consent Agenda – Motion to approve made by Amber Scott. Seconded by Audra Newton. All present, aye.
23. Approval, Reference Policy – Motion to approve made by Carmen Hatton. Seconded by Amber Scott. All present, aye.
24. Approval, MYHB CPA Annual Contract – Motion to approve made by Audra Newton. Seconded by Tony Norton. All present, Aye.

25. December 17, 2018 6:30pm Meeting Agenda Suggestions – Amber Scott agreed to be the Library's acting Vice President and Treasurer.

26. Adjournment – Meeting adjourned at 7:24pm.